



Job Description
Job Code: 234
Range: 21

GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN II

DEFINITION: Under general supervision of the Information Technology Manager (ITM), develops and implements ESRI GIS; coordinate and disburse map street centerline data; perform database administration; collect, compile and maintain spatial data and provide output graphic data to users; create automation (requires programming) to maintain and display the City's GIS; initiate programs and the customization of GIS software to support applications; maintain GIS databases for specific departments to include PSAP; work independently; perform customer GIS requests; support related applications; supervise contract employees; participate in city planning; and perform a variety of technical tasks relative to the assigned area of responsibility.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Operate ESRI GIS workstations and utilize various software and hardware to develop geographic databases to compile, convert, maintain, retrieve, analyze, display and output a variety of geographic layers. Ensures quality control and audits information. Automates procedures and customize user interfaces. Audit and edit information collected into the system. Ensure quality control.

Create and coordinate the development, implementation and maintenance of the City's database for GIS applications and analysis. Create maps using GIS, AutoDesk, and ESRI software. Convert map data to be used in Spillman CAD. Lead system administration for ArcGIS, ArcView, and ArcServer; Plan, coordinate and prepare special projects as assigned, providing initial design sheets and maps to aid staff members in mapping activities and decision making. Responsible for the creation, editing, and distribution of relevant map layer information to various City departments, citizens, other cities, county or state agencies.

Create and maintain documentation of procedures and geographic data (metadata). Create guidelines for GIS data accrual, organization and disbursement. Assist in the preparation of the GIS budget. Participate in professional group meetings and stay abreast of new developments in the field of GIS. Works with other City staff in coordinating GIS tasks. Create, update and maintain the City's master plans and intelligent maps regarding wastewater data, water lines and hook-ups, meters, streets, curbs, gutters, sidewalks, signage, lights, subdivisions, etc.

Work with the Communications Center, other PSAPs, City, County, and State to edit, maintain, and correct map data to state guideline requirement of 95% or higher accuracy. Prepare comprehensive reports and maps using GIS data. Update maps as new data is received relative to new subdivisions, developments, streets and other projects. Create and maintain wireless phase II map layers to ensure accuracy in plotting wireless calls. Conduct mapping research, in the field and in the office to resolve conflicting information and ensure data accuracy.

GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN II – (Continued)

Performs other duties as assigned or required.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Thorough knowledge of converting GIS data and various databases into documents and maps to assist in problem solving and urban planning.
- Intimate knowledge of Computer Aided Dispatch software and telephony based mapping software.
- Thorough knowledge and understanding of the different aspects of GIS as it pertains to Public Safety and Emergency Response versus other avenues of implementation.
- Knowledge of software applications relating to spatial data.
- Knowledge of and skill in computer aided design and GIS software programs such as AutoCad, ESRI ArcView, ESRI ArcGIS, IPC CAD, Orion™ Map Star, plotters and printers.
- Knowledge of City departments and their functions to include current principles and practices of urban planning as they relate to GIS applications.
- Knowledge of procedures and principles of data and records control.
- Knowledge of procedures and principles of computer systems, peripherals, and accessories.
- Knowledge of pertinent federal, state, and local laws, codes and regulations.
- Ability to perform responsible and difficult project assignments involving the use of independent judgment and personal initiative.
- Ability to establish and maintain productive working relationships both internally and with external agencies at all levels.
- Ability to work in organized team efforts with various City departments.
- Ability to provide leadership for the growth of GIS in the City.
- Ability to collect and analyze data pertinent to urban planning.
- Ability to communicate clearly and concisely, both oral and written.

PHYSICAL REQUIREMENTS: Work involved in this classification includes periods of walking, sitting, keyboarding and telephone use. The employee is frequently required to talk and hear to communicate effectively on the telephone, in person, or in writing. The employee is often required to have mobility from one office to another; use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms, climb or balance; and stoop, crouch, and kneel. Specific vision abilities required include distinguishing color and adjusting focus. Some moderate lifting of 25-30 pounds may be required. Traveling may be required.

MINIMUM QUALIFICATIONS: An Associate's degree or equivalent from an accredited college or university with a major in Urban Planning, GIS, Civil Engineering or a related field, or a combination of school and work experience equivalent to five (5) years' experience in Geographic Information Systems. Must successfully complete comprehensive background check. Must have a valid AZ driver's license. Must be a citizen of United States or legal to work in United States. Must be able to effectively read, write, and speak the English language.

Employee's Signature: _____ Date: _____

Prepared by: Cmdr G. Eisenga 4/8/15

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